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*From the Office of Food for Peace (FFP)  
Grants Management Services Team*

## **Changes in the FFP FY15 Emergency APS**

*On March 23, 2015, FFP released the new continuously open Annual Program Statement (APS) for international emergency food assistance, APS- FFP-15-000001.*

### **Summary:**

- ***What about applications already in progress?***
  - At the same time as the new APS, FFP also released an amendment closing the former APS. In the amendment, FFP indicated *“Any concept papers submitted after the date of this amendment will be considered under APS- FFP-15-000001. Concept papers submitted under the APS No. APS-FFP-13- 000001 prior to this amendment, and any applications invited by USAID as a result of such concept papers, will continue to be processed under APS No. APS- FFP-13-000001.”*
- ***What are the major changes in the new APS?***
  - All requests for funded modifications or funded extensions of existing awards typically must go through the new APS.
  - Applications may be for up to 12 months for relief and 18 months for relief-to-recovery.
  - Concept Papers may now be five pages. There are also internal page number limits.
  - FFP will not provide debriefs for unsuccessful concept papers. A debrief will only be given in exceptional circumstances.
  - There are two new required annexes for full applications – a Monitoring and Evaluation (M&E) Plan and a Safety and Security Plan – and another that is strongly encouraged if applicable – an Assessment/Controls on Risk of Fraud or Diversion. Please see the chart on page 3.
  - An additional modality has been introduced – complementary services – to better capture complimentary food assistance interventions. Applicants can now better describe complementary interventions in sectors such as agriculture and food security, nutrition, and livelihoods.<sup>1</sup> These services must complement food assistance in the same proposal (in-kind, local and regional procurement (LRP), or cash and voucher programming) and cannot make up more than 20 percent of the total application budget.

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<sup>1</sup> FFP will confer with the Office of U.S. Foreign Disaster Assistance (OFDA) in evaluating and making a final determination for applications that involve sectors where OFDA is the designated lead USAID emergency response office.

**Details:**

- **What else changed in the new APS? Here is a comprehensive list of significant changes, grouped into categories.**
  - **Process Changes**
    1. Funded modification or extension requests typically must be submitted using the same APS concept paper/full application format as new applications.
    2. Debriefs on concept papers will only be given in exceptional circumstances.
    3. New annexes are required for full applications. See chart on page 3 of all 15 required/encouraged annexes. The chart is also in the APS on page 32.
  - **Programmatic Changes**
    1. A Complementary Services modality has been added, which must be directly linked to the food assistance modalities, and there is a 20 percent budget limit for complementary services programming in any one application.
    2. The APS clarifies that nutritional products can be procured locally/regionally.
    3. The approach to resilience in emergency applications has been clarified.
    4. The conflict sensitivity language has been updated.
  - **Concept Paper/Full Application Changes:**
    1. Applications may be for up to 12 months for relief and 18 months for relief-to-recovery or recovery.
    2. The Concept Paper page limit has been expanded to five pages. Internal page number limits have been set per section of the concept paper.
    3. For cash-based interventions (LRP, cash, vouchers, and complementary services) applicants do not specify a funding type. FFP will decide internally whether to fund such cash-based food assistance interventions with either International Disaster Assistance (IDA) funding or as part of a FFP Act Title II program under Section 202(e) funding.
    4. The full application now asks for a description of the complaint mechanism for beneficiaries in the distribution section.
    5. The environmental regulations section clarifies that pesticides are a restricted good and adds fumigation guidance.
    6. Applicants must note if electronic payments are possible for cash/vouchers.
    7. Applicants are strongly encouraged to submit an annex (to the full application) on the assessment of and controls for risk of fraud and diversion.
    8. Applicants are asked to provide more detailed information on average cost per beneficiary.
    9. The M&E plan is now a required annex with expanded requirements.
    10. Baseline surveys are not required for emergency awards of less than 12 months.
    11. A Safety and Security plan must be submitted with all full applications.
    12. Signed Certifications and Assurances are now required with the full application, rather than before an award is made.
    13. Budget cost categories have been simplified.

- **Reporting Changes**

1. Quarterly reports must refer to post-distribution monitoring.
2. Beneficiary information required for quarterly, annual, and final reporting has changed.
3. New reporting tables for LRP, cash, and vouchers have been added.
4. Instead of a fourth quarterly report, partners will now report on information cumulatively for the year.
5. An Annual results report (ARR) is now required for emergency awards. Partners will submit additional reporting as per the ARR guidance.

- **Regulations Changes**

1. All references to 22 CFR 226 have been updated to 2 CFR 200 and 2 CFR 700, reflecting the change in regulations. These changes have also resulted in some changes in the terminology used and the formatting of the APS document.

#### **Full Application Checklist**

|     | <b>Full Application Documents</b>                      |                                    |
|-----|--|------------------------------------|
| 1.  | Full Application                                       | Required                           |
| 2.  | Partner POC information                                | Required                           |
| 3.  | Assessment/Controls on Risk of Fraud or Diversion      | Strongly Encouraged                |
| 4.  | M&E Plan   | Required                           |
| 5.  | Past Performance List                                  | Required                           |
| 6.  | Cost Proposal/Budget                                   | Required                           |
| 7.  | Budget Narrative                                       | Required                           |
| 8.  | SF-424 and any relevant attachments                    | Required                           |
| 9.  | Rapid EIA  | Encouraged                         |
| 10. | Certifications and Assurances                          | Required                           |
| 11. | System for Award Management (SAM) Registration Details | Required                           |
| 12. | Indirect Rate/NICRA Letter                             | Required                           |
| 13. | Letters of Intent/MOUs with potential subawardees      | Encouraged                         |
| 14. | Branding Strategy and Marking Plan (BSMP)              | Encouraged (required before award) |
| 15. | Safety and Security Plan                               | Required                           |

#### **References:**

**FFP webpage for emergency guidance, including APS and amendments**

<http://www.usaid.gov/what-we-do/agriculture-and-food-security/food-assistance/programs/emergency-programs>